

Summary of the Accrediting Authority Committee Meeting September 26, 1997

The Accrediting Authority Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Friday, September 26, 1997, from 12:00 to 2:00 pm Eastern time. The meeting was led by Committee Chair, Mr. John Anderson, Division Manager of the State of Illinois Environmental Protection Agency (IL-EPA). A list of action items is given in Attachment A. A list of participants is given in Attachment B. Committee members had been sent a copy of Environmental Laboratory Advisory Board (ELAB) recommendations and a copy of the Standard (revision 4.2) containing changes suggested by the Chair in preparation for this meeting.

Introduction

Mr. Anderson began the meeting by announcing that he has appointed a subcommittee of Mr. Bob Wyeth (chair), Dr. Jeff Flowers, Ms. Jackie Sample, and Ms. Jeri Long to thoroughly evaluate the consistency of this chapter with applicable ISO Guides. He noted that he has received confirmation from each person of their active participation in this effort.

Proposed Changes

The following discussion considered the chair's suggested changes to the standard resulting from Committee discussion on September 19, 1997. Discussion began with proposed wording changes.

NOTE: Substantive additions to this chapter are indicated by double-underline and deletions by ~~strikeout~~.

Section 6.2.1(e). Following discussion of the intent of this paragraph, it was agreed that wording will read: "... *the applicable NELAP-recognized primary accrediting authority and the laboratory.* *However, the laboratory is to be notified only in situations where no administrative or judicial prosecution is contemplated.*

Section 6.2.2(b) was changed to read: "*Except for governmental laboratories as noted in subsection 6.2.2(e) below ~~in federal departments or agencies holding NELAP recognition as an accrediting authority,~~ all laboratories ...*"

Section 6.2.2(d) text was struck, and the section reserved for possible future use.

Section 6.2.2(e)(1) was discussed extensively regarding potential conflicts-of-interest and the following changes were approved: "...and the environmental laboratory accreditation program manager do not report within the same chain of command, and to the same individual. The intent of requiring that the laboratory management and accreditation program management do not report in the same chain of command is to assure that undue management influence is not exerted on either manager that could result in questionable NELAP laboratory accreditations being issued. As an example of adequate chain-of-command separation, the Committee considered a typical state organizational structure. The Committee felt that having the laboratory in a separate department or agency from the accrediting authority and having different directors or executive secretaries would constitute adequate chain-of-command separation.

DoD Comments (continued from previous meeting)

The DoD comments are shown in italics. (This is a continuation of the Committee's discussion of the DoD comments started on September 19, 1997.)

- 14 *Section 6.2.2(d), "Governmental laboratories not an organizational unit...."*
This section has been removed and reserved for possible future use (see above).
- 15 *Section 6.2.2(e), "Governmental laboratories that are organizational units ..."*
Addressed previously in this meeting (see above discussion on section 6.2.2).
- 16 *Section 6.2.2(e)(3): reword...*
Addressed previously in this meeting (see above discussion on section 6.2.2).
- 17 *Section 6.2.2;*
This was addressed earlier by addition of paragraph 6.2.2(e)(3): "apply for NELAP accreditation through any other NELAP-recognized accrediting authority"
- 18 *Section 6.3.1(b): change "cite" to "citation"*
This editorial change has been made
- 19 *Section 6.3.1(b)(2): insert wording*
With clarification of the intent of this comment, the Committee revised the succeeding paragraph (6.3.1(b)(3)) as follows: "the policies, guidance documents, promulgating instructions or other pertinent documents and standard operating procedures ..."
- 20 *Section 6.3.1(b)(4):*
Based on clarification of the DoD comment, it was agreed that the term "insurance" should be changed to "assurance" in both occurrences.
- 21 *Section 6.3.1(b)(10): "... experience levels of all technical and assessment employees ..."*
Following discussion, the Committee agreed to retain the present wording.
- 22 *Section 6.3.1(b)(11):*
This section had been previously deleted and is reserved by the Committee for possible future use.
- 23 *Section 6.3.1(b)(15):*
Following discussion, the Committee agreed to retain the present wording.
- 24 *Section 6.3.3.1(c): insert "rights and responsibilities" for ISO consistency.*
Revised previously.
- 25 *Section 6.3.3.1(d): reword to "... shall have financial stability ..."*
The Committee agreed that NELAC is silent on fiscal issues; the present wording was retained.

- 26 *Section 6.3.3.1(m): insert reference to ISO Guide 43.*
The Committee agreed that reference to only another chapter of the Standards (e.g, Chapter 2 and not ISO Guides) is appropriate for reference to issues beyond the scope of each particular Chapter.
- The Committee also approved the following change: “The accrediting authority shall require NELAP-accredited laboratories to participate in a proficiency testing program meeting the requirements of the NELAC Standards, Chapter 2, Proficiency Testing.”
- 27 *Section 6.3.3.1.2: add wording for ISO Guide 58 consistency.*
The Committee referred this comment to the ISO subcommittee.
- 28 *Section 6.3.3.1.3(b): add wording for ISO Guide 58 consistency.*
The paragraph has been reworded: “... and associated written quality procedures and shall be made available for use by the staff”.
- 29 *Section 6.3.3.1.3(b): add wording for consistency with ISO Guide 58, 4.3.2(d-g).*
It was noted that paragraphs (b)(5) and (b)(7), in addition to the following two new paragraphs accomplish this purpose:
8) the procedures and policies to implement the accreditation process; and
9) the procedures and policies for dealing with appeals, complaints and disputes by laboratories.
- 30 *Section 6.3.3.1.3(b)(3): add wording for consistency with ISO Guide 58, 4.3.2.j.*
The Committee approved the following: “the procedures for acquiring, training, supervising, ...”
- 31 *Section 6.3.3.2(d): reword paragraph.*
Revised previously.
- 32 *Section 6.3.3.2(d)(3): reword paragraph.*
Revised previously.
- 33 *Section 6.3.4(a)(1): reword consistent with comment 19*
The Committee approved the following wording: “... as stated in the statutes, regulations or other promulgating documents establishing ...”
- 34 *Section 6.3.4(a)(2): reword toward senior staff.*
The Committee agreed that any structural change was important, and approved the following: “the organizational structure” ~~involving either the management or technical staff,~~
- 35 *Section 6.3.4(a)(3): reword to remove SOPs.*
The Committee expressed concern for any impact on the program and agreed to retain the present wording.

- 36 *Section 6.4.3(a)(4): reword*
This editorial change has been made
- 37 *Section 6.7(b)(10): reword.*
Following discussion of the implications for implementation, the Committee approved addition of the following paragraph:
10) a unique designator, such as date of issuance and a serial or certificate number.
- 38 *Figure 1: cross-check diagram and text for Correction Action.*
Mr. Anderson and Ms. Long will check this.

Remaining Issues

Mr. Anderson noted remaining issues for discussion by this Committee prior to NELAC IIIi; are:

- The definition of Lead Assessor.
- The EMMC comment regarding notification to an accrediting authority of its upcoming need to file a renewal application.
- The recommendations of the newly appointed ISO subcommittee.

He will distribute an updated agenda for next week's teleconference meeting.

Next Meeting

The next teleconference is scheduled for Friday, October 3, 1997 at 12:00 pm Eastern Daylight Time.
The meeting adjourned at 2:00 pm Eastern Daylight Time.

ACTION ITEMS
Accrediting Authority Committee Teleconference
September 26, 1997

Item No.	Action	Date Completed
1	Mr. Anderson will draft a letter to the NELAC Board of Directors regarding establishment of institutional memory for NELAC	
2	Ms. Shields will contact Fred Haeberer to ensure that "NELAP recognition" is included in the glossary	
3	Mr. Anderson and Ms. Long will cross-check Figure 1 with the text of this chapter.	October 3, 1997
4	Mr. Wyeth will convene the ISO subcommittee as soon as possible.	

COMMITTEE MEMBERS & PARTICIPANTS
Accrediting Authority Committee Teleconference
September 26, 1997

Name	Affiliation	Phone/Fax/E-mail
John Anderson, Chair with Jeri Long	Illinois EPA, Division of Laboratories	Tel: 217-782-6455 Fax: 217-524-0944 E-mail: jpanderson@epa.state.il.us
Roger Bucholz (absent)	Red Hawk Laboratory	Tel: 703-684-4468 Fax: 703-684-9946 E-mail: 500hawk@500hawk.com
Maude Bullock	Department of the Navy	Tel: 703-602-1738 Fax: 703-602-5547 E-mail: bullockm@n4.opnav.navy.mil
Bill Cusick (absent)	California Department of Food & Agriculture	Tel: 916-262-1434 Fax: 916-262-1572 E-mail: wcusick@smtp1.cdffa.ca.gov
Jack Farrell (absent)	Analytical Excellence, Inc.	Tel: 407-331-5040 Fax: 407-331-4025 E-mail: AEX@ix.netcom.com
Jeff Flowers	Flowers Chemical Laboratories	Tel: 407-339-5984 Fax: 407-260-6110 E-mail: jeff@flowerslabs.com
Carol Madding (absent)	US EPA	Tel: 513/569-7402 Fax: 513/569-7191 E-mail: madding.caroline@epamail.epa.gov
Jim Meyer (absent)	NC EHNR/DEM Chemistry Lab	Tel: 919-733-3906 Fax: 919-733-6241 E-mail:
Aurora Shields	Kansas Dept. of Health and Environment	Tel: 913-296-6196 Fax: 913-296-1641 E-mail: laportela@aol.com
Bob Wyeth	RECRA Environmental, Inc.	Tel: 716-691-2600 Fax: 716-691-2617 E-mail: labnet@recra.com
Gene Tatsch (support contractor)	Research Triangle Institute	Tel: 919-541-6930 Fax: 919-541-7386 E-mail: cet@rti.org